

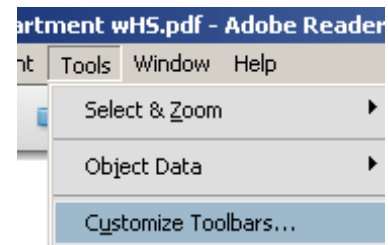
Adobe Reader 8

Customizing Your Toolbar

1. Open Adobe Reader from your desktop.



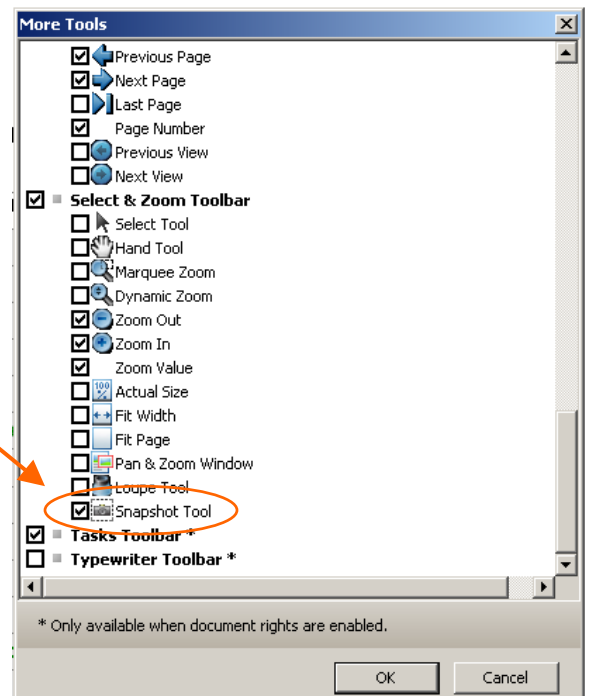
2. From the menu bar, choose Tools → Customize Toolbar ...



3. When the **More Tools** window opens, scroll down and select any of the buttons that you want to display.

The **snapshot tool** is under the **Select & Zoom Toolbar** and is a picture of a camera.

Click the OK button when finished.



Screen Capturing Parts of a .PDF

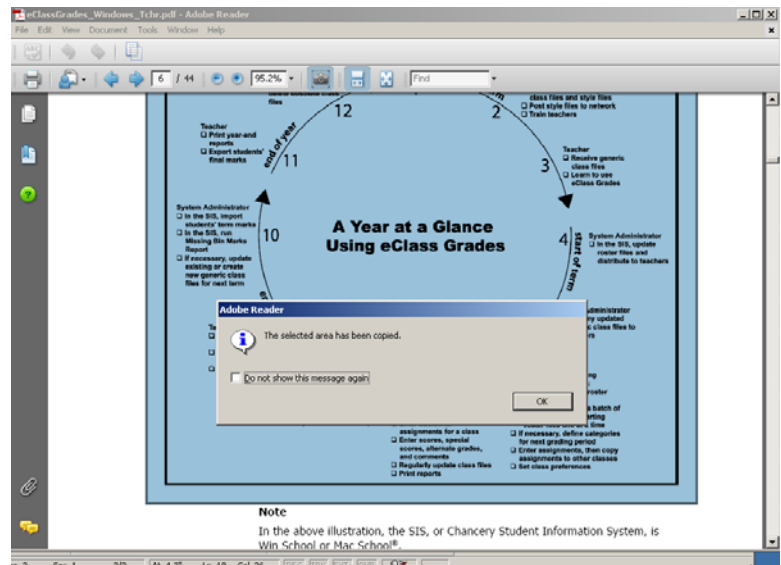
1. Open the .PDF using Adobe Reader.
2. Go to the page, paragraph, section that you want to capture.
3. Click on the "snapshot tool"



Do one of the following:

- Click anywhere on the page to select the entire contents of the document.
- Drag a rectangle around the text or images, or combination both.
- Drag a rectangle within an image to capture just a portion of the image.

The area that you are selected will be highlighted (change color). You will also get a message telling you that selected area has been copied.



4. Now open up PowerPoint, Word, Publisher or whatever application it is that you want to paste what you copied from the .PDF.

PowerPoint

